

DDA Registry
File Contracts - 1

DD/A-79-1763/3

23 July 1979

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Data Processing
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
C/DDA Management Staff

ATTENTION: DDA R&D Panel Contacts

FROM:

Chairman, DDA R&D Panel

SUBJECT:

DDA R&D Panel
FY 1982 RD&E Planning Cycle

1. We have been asked by the DDS&T to begin the RD&E Planning Cycle earlier this year. According to their revised schedule, the DDA prioritized long-term requirement statements are due by 15 August 1979.

2. In order to avoid further delay, I have informally advised elements of your Offices that R&D requirements should be submitted by 3 August 1979 to the R&D Panel ranked in your own Office priority. These will later be collated into one list for the entire DDA and prioritized one thru the nth requirement.

3. This memorandum is intended as a follow-up to those informal contacts so as to ensure that all elements of the DDA having requirements for long-range R&D efforts gets a chance to submit these as part of the FY 1982 Planning Cycle.

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4. These requirements should be written up as problem statements including a title, short background explanation, any caveats on what the product should look like or do, and what the end product will do for the user. The name, office designation and telephone number of the originator should be placed on the bottom left-hand side of the page. These problem statements are informal in nature and a sample has been passed to all Office contacts.

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5. These prioritized problem statements should be sent to Mr. Chairman, DDA R&D Panel, Bldg. Questions on this subject may be directed to any of the R&D Panel members listed below:

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